

NGOSHA PDF 2026

Professional PDF Viewer, Editor & OCR Suite

Official User Guide, Operations Manual & Keyboard Cheat Sheet

Version 1.4.0 · Ngosha Multimedia · Dodoma, Tanzania

1. INTRODUCTION & CORE CAPABILITIES

Ngosha PDF 2026 is an ultra-fast, modern, 100% offline desktop PDF application for Windows 10 & 11. Engineered for speed, privacy, and productivity, it operates completely locally on your computer with zero telemetry, zero cloud tracking, and zero subscription fees.

Key Suite Features:

- HD PDF Reader: Crisp visual display, fast thumbnail scrolling, multi-level zoom (50%-400%).
- Visual Search & Highlighting: Real-time search with gold rectangular on-canvas match highlights.
- Real In-Place Editing: Delete, reorder (move up/down), duplicate, rotate 90°, extract, and insert pages.
- Direct In-Place Save (Ctrl+S): Atomic disk persistence ensures your edits are permanent.
- Document Stamping Studio: Official rubber stamps (Approved, Confidential, Draft, Paid, Official Copy).
- OCR Studio: Extract text from scanned physical documents in English and Swahili.
- Visual Page Manager: Interactive card grid with 1-click page reordering and mini action buttons.
- PDF Converter & Tools: Merge, Split, Watermark, Compress, Encrypt, Decrypt, PDF<->Images, Excel->PDF.
- Native Drag & Drop: Drag any PDF or supported media directly into the app window.
- Windows Default App Integration: Instant 1-click registration as your primary system PDF viewer.

2. WORKSPACE MODES OVERVIEW

- | | |
|-------------------|---|
| · PDF Reader | · Ultra-fast viewing, thumbnails, zoom controls, fit width/page, and image export. |
| · Markup & Stamps | · Vector rubber stamps, confidential markings, and custom business signatures. |
| · OCR Studio | · Optical Character Recognition powered by Tesseract for scanned document extraction. |
| · Page Manager | · Visual grid view of all document pages with instant reordering and deletion. |
| · PDF Tools | · Powerhouse utilities for merging, splitting, securing, and converting files. |

3. REAL IN-PLACE PAGE EDITING (PERMANENT DISK PERSISTENCE)

Ngosha PDF performs structural PDF edits directly on the document file:

- Delete Page: Permanently removes unwanted pages with confirmation. Safeguards the last remaining page.
- Move Up / Down: Swaps pages immediately in real-time, updating reader, thumbnails, and page cards.
- Duplicate Page: Clones any page and inserts the copy sequentially.
- Rotate 90°: Rotates the page in 90-degree increments and commits the orientation to the PDF catalog.
- Extract Page: Saves the active page as an independent PDF document.
- Insert Pages: Appends external PDF documents at the current cursor position.

Permanent In-Place Save (Ctrl + S):

When changes are made, the top 'Save' button illuminates in green with an asterisk (Save *) and the title bar displays [Unsaved Changes]. Pressing Ctrl+S or clicking Save writes changes via an atomic file replacement directly into the original file on disk. When reopening the document, all modifications remain intact.

4. RIGHT-CLICK CONTEXT MENUS & CARD ACTION TOOLBARS

Ngosha PDF gives you multiple ways to edit pages effortlessly:

1. Reader Canvas Context Menu: Right-click anywhere on the open PDF page to trigger page actions.
2. Thumbnail Context Menu: Right-click any sidebar thumbnail to access Move, Rotate, Delete, etc.
3. Page Manager Card Mini-Toolbar: In the Page Manager grid, each card features quick mini-buttons:
[.] Move Left/Up [.] Move Right/Down [.] Rotate 90° [.] Duplicate [..] Delete Page
4. Reader Quick Actions: Dedicated top toolbar buttons for Move Up, Move Down, Copy, and Del.

5. OFFICIAL STAMPING STUDIO & OCR TEXT RECOGNITION

Markup & Document Stamps:

- Apply official vector stamps: APPROVED, CONFIDENTIAL, DRAFT, PAID, or OFFICIAL COPY.
- Set custom stamp text, choose Top-Right, Center Diagonal, or Bottom-Right signature position.
- Optional automatic date inclusion (e.g. APPROVED · 2026-09-23) across single or all pages.

OCR Studio (Text Recognition):

- Extract editable digital text from image scans, photographed book pages, and receipts.
- English and Swahili language model support with word and character statistics.
- Copy extracted text directly to your clipboard or save as a clean .txt file.

6. KEYBOARD SHORTCUTS REFERENCE

Ctrl + O	Open PDF Document Dialog
Ctrl + S	Save Edits In-Place Directly to Disk
Ctrl + Shift + S	Save Document As (New File Path)
Ctrl + F	Focus Visual Text Search Box
Ctrl + P	Print Document via Windows Print Dialog
F11	Toggle Distraction-Free Fullscreen Reading
F1	Open User Guide & Help Documentation
Ctrl + Mouse Wheel	Smooth Zoom In / Zoom Out (50% to 400%)
Right Click	Open Page Context Menu (Delete, Move, Rotate, Duplicate)

7. CONVERTER TOOLS REFERENCE

- **Merge PDFs:** Combine multiple PDF documents with custom reordering.
- **Split PDF:** Extract single pages or custom ranges (e.g. 1-3, 5, 8-12).
- **Watermark:** Add diagonal semi-transparent custom text watermarks.
- **Compress:** Clean unused objects and compress image streams to shrink size.
- **Encrypt / Decrypt:** Apply or remove AES-256 password protection on sensitive files.
- **PDF <-> Images:** Convert PDF pages to PNG/JPG or build PDFs from image collections.
- **Excel -> PDF:** Convert spreadsheet worksheets (.xlsx, .xls) into clean PDF tables.

8. CONTACT & TECHNICAL SUPPORT

Publisher: Ngosha Multimedia, Dodoma, Tanzania

WhatsApp Support: +255 754 644 199 · Email: support@ngosha.com

Official Website & Updates: <https://www.ngosha.com/downloads/>